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Date _____

Remarks

Executive Secretary

27 Aug 86

Date

3637 (10-81)



August 21, 1986

Central Intelligence Agency
Mr. William J. Casey
Director of Central Intelligence
Washington, DC 20505

OFFICE OF CAREER PLANNING AND PLACEMENT

THE UNIVERSITY OF GEORGIA
CLARK HOWELL HALL
ATHENS, GEORGIA 30602
(404) 542-3375

ANNE SEAWELL, DIRECTOR

Executive Director

86- 3836x

Dear Mr. Casey:

The University of Georgia's Office of Career Planning and Placement is in the process of updating and expanding the information in its Government Library. The resource materials located here are available to students and alumni. We would appreciate brochures as well as any information you can send about your agency's responsibilities and career opportunities open to college graduates.

Enclosed is a questionnaire that will help us obtain information about your agency. Completion and return of this form as soon as possible would be greatly appreciated.

You are welcome to visit the campus to interview or to review resumes. A staff member will be happy to make the necessary arrangements. We would also like to receive information regarding announcements of available positions as they occur within your agency.

On Wednesday, November 19, 1986 the Office of Career Planning and Placement will be sponsoring its 13th Annual Federal Government Careers Day. Formal invitations will be sent at a later date, and we look forward to having you join us for this informative career information day which is open to students in all schools and disciplines.

Thank you in advance for completing the "Federal Government Agency Questionnaire" as well as sending job announcements and resource materials for our library. If you should have any questions or should need our assistance please contact me.

Sincerely,

Donna L. Crouch

Donna L. Crouch
Government/Public Service Advisor

Enclosures

DD/A REGISTRY
FILE 70-2

THE UNIVERSITY OF GEORGIA
Office of Career Planning and Placement
Clark Howell Hall
Athens, Georgia 30602
(404) 542-3375

"FEDERAL GOVERNMENT AGENCY QUESTIONNAIRE"

Agency: _____

Department : _____

Name: _____ Title: _____

Address: _____

City: _____ State: _____ Zip Code: _____

A/C-Phone Number: _____

1. Would you be interested in campus recruiting at UGA? _____

2. Would you be interested in participating in Federal Government Careers Day on
Wednesday, November 19, 1986? _____

3. Would you accept letters of inquiry and resumes from students? _____
If so, to whom should these letters be addressed? _____

Name: _____ Title: _____

Address: _____

City: _____ State: _____ Zip Code: _____

4. If an additional or alternative representative should receive this information,
please list below:

Name: _____ Title: _____

Address: _____

City: _____ State: _____ Zip Code: _____

Agency:

Department:

Please check the appropriate columns regarding the major areas of study from which your agency hires:

Column 1 - Hire through OPM register
Candidates should apply through OPM

Column A - On-going interest in this discipline

Column 2 - Directly hired through agency
Candidates should apply through agency

Column B - Occasional interest in this discipline

Column 3 - Application procedure other
than 1 and 2 - Please explain

Column C - Little or no interest in this discipline

ACADEMIC DISCIPLINES	1 OPM	2 Direct Hire	3 Other Procedure	A On- going	B Occa- sional	C Little or None
Accounting						
Agricultural Economics						
Agricultural Engineering						
Agricultural Sciences						
Biological Sciences(Botany/Biochem- istry/Entomology/Microbiology/Zoology)						
Business Administration						
Computer Science						
Ecology						
Economics						
Education						
English/Foreign Language/ Journalism/Speech Communication						
Environmental Design/ Landscape Architecture						
Health/Human Services						
Fine Arts(Art/Drama/Theatre/Music)						
Forest Resources						
Home Economics						
Law						
Mathematics/Statistics						
Pharmacy						
Physical Sciences(Chemistry/ Geology/Physics)						
Public Administration						
Social Sciences(Geography/ History/Political Science/ Psychology/Sociology)						
Social Work						
Veterinary Medicine						
Others: _____						
Cooperative Education Program						
Summer Employment Opportunities						